



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON STUTTGART  
UNIT 30401  
APO AE 09107-0401

IMSG-ZA

13 FEB 2014

MEMORANDUM FOR All Military Personnel Assigned to USAG Stuttgart

SUBJECT: USAG Stuttgart Command Policy Letter # 63 – Mandatory Housing Assignment

1. REFERENCES:

- a. Memorandum, HQ USAREUR and IMCOM-Europe, dated 14 June 2011, Subject: Housing Assignment Policy for the Army in Europe.
- b. AR 420-1, Army Facilities Management, 12 February 2008, Rapid Action Revision (RAR), 24 August 2012, Section 3-16 Para k. (7).
- c. AE 37-4, Providing Temporary Lodging Allowance in USEUCOM, 07 May 2010.

2. PURPOSE: To establish USAG Stuttgart Mandatory Housing Assignment Policy.

3. APPLICABILITY: All eligible Military Personnel assigned within USAG Stuttgart.

4. POLICY: In order to maximize the use of adequate on post quarters, eligible accompanied Service Members will be assigned involuntarily to available adequate Army Family Housing (AFH) units. Only when adequate AFH cannot be provided within a maximum of 60 days of arrival will Service Members be issued a Certificate of Non-Availability (CNA) authorizing them to seek off post Private Rental Housing (PRH).

5. In the event that a Service Member declines assignment to adequate AFH and elects to reside in PRH, Overseas Housing Allowance (OHA) and Move-in Housing Allowance (MIHA) are not authorized. All costs associated with residing on the economy will be at the Service Member's expense.

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6. When PRH is authorized, an aggressive housing search must be performed in order to retain Temporary Lodging Allowance (TLA) eligibility. For USAG Stuttgart, an aggressive Housing Search is defined as a minimum of 3 to 4 property viewings per week. Failure to perform an aggressive housing search, as determined by the Housing Office, may result in immediate discontinuance of TLA entitlements. NOTE: Verification procedures include, but are not limited to, completion of Viewing Comment Cards signed by the property owner/manager or a similar written document representing properties viewed. Complete procedures will be explained in detail by your servicing Housing Counselor during your in-processing brief.

7. Service Members (SM) must secure a temporary month to month rental if locating permanent off post quarters would likely take the SM beyond 60 days of TLA. For your convenience, a list of affordable month to month rental properties is located in the Housing Office. A month to month rental lease will initiate your OHA entitlement and take you off of TLA status. USAG Stuttgart does not provide temporary housing accommodations.

8. TLA is not authorized beyond 60 days unless extenuating circumstances/sufficient justification exists that is out of the control of the SM. In the event a SM believes that special conditions exist, an Exception to Policy (ETP) to extend TLA entitlement must be staffed through the SM's commander and submitted to the Housing Office at least 10 calendar days prior to the 60<sup>th</sup> day of TLA. ETP's must contain proper justification and include verifiable details of his/her unique situation. NOTE: It is the SM's sole responsibility to ensure ETP requests are submitted on time to the Housing Office. ETP's submitted beyond the 50<sup>th</sup> day of TLA may not be considered.

9. This memorandum is valid until superseded.

10. The point of contact for this policy is USAG Stuttgart, Chief, Housing Division at DSN 431-2218 or civilian: 07031-15-2218.

  
JOHN P. STACK  
COL, SF  
Commanding